

# POS Program setting



POSBANK®

## CONTENTS

### POS SETTING .....4

#### 1. TASK TYPES

SALES / HOLDING PROCESS .....	10
RENTAL MODE / RENTAL MANAGER .....	11
LAYAWAY MODE / DEPOSIT .....	12
SAVE LAYAWAY / LAYAWAY PICK-UP .....	13
QUOTATION MODE .....	14
WORK ORDER / WORK ORDER DEPOSIT .....	15
WORK ORDER PICK-UP .....	16
PURCHASE ORDER / RECEIVE PO .....	17
INVENTORY TRANSFER OUT / INVENTORY TRANSFER .....	18

#### 2. TRANSACTION TASKS

NO SALE / NOTE .....	20
TRANSACTION DISCOUNT / SHIPPING REQUEST .....	21
SHIPPING / SALES REP (TRANSACTION) .....	22
REFUND / REASON FOR RETURN .....	23
MULTI-PAYMENT LIST .....	24

#### 3. ITEM

NEW ITEM .....	26
ITEM SIMPLE VIEW / EDIT ITEM INFO .....	27
SEARCH SERIAL ITEM / EDIT Q'TY .....	28
ITEMS DISCOUNTS / SURTAX CHANGE .....	29
ISSUE VOUCHER / RECHARGE VOUCHER .....	30
CHECK VOUCHER / EDIT PRICE .....	31
CHANGE PRICE / SALES REP (ITEM) .....	32
REASON FOR RETURN / CHANGE BOX .....	33
COUPON .....	34

#### 4. SEARCH

SEARCH CUSTOMER .....	37
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## CONTENTS

### 5.CUSTOMER

NEW CUSTOMER / EDIT CUSTOMER.....	39
VIEW CUSTOMER / CUSTOMER INFORMATION.....	40
COLLECT HOUSE ACCOUNT / COLLECT STORECREDIT.....	41
POINT INCREASE / DECREASE.....	42
STORECREDIT INCREASE / DECREASE.....	43

### 6.PAYMENT

CASH / CARD PAYMENT.....	45
OFFLINE CREDIT CARD / VOUCHER PAYMENT.....	46
POINT PAYMENT / STORECREDIT PAYMENT.....	47
SALE ON CREDIT / MULTI PAYMENT.....	48
INQUIRY CHECK.....	49

### 7.OTHER

CASH IN / CASH OUT.....	51
CLOSING / CASHIER OUT.....	52
SWITCH CASHIER / EOD.....	53
CLOCK IN / OUT / X REPORT.....	54
Z REPORT,ZZ REPORT.....	55

### 8.SYSTEM

ALL FEATURES / POS DEVICE SETTING.....	57
CASH DRAWER OPEN / RECEIVE DATA.....	58
SCREEN LOCK / BACKOFFICE / EXPLORER / CALCULATOR / EXTERNAL PROGRAM.....	59

## POS Setting

### POPS RETAIL POS Setting

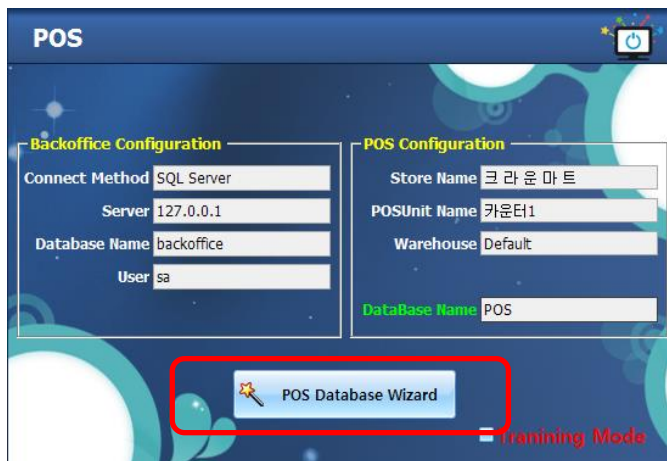


[POS login screen]

POS Login screen

1. To start Pops Retail, click **POPS RETAIL** on your desktop.
2. Click the button in the upper right-hand corner.

### Connection Setting



Checking and configuring the connection setting.

Click the **POS Database Wizard** button

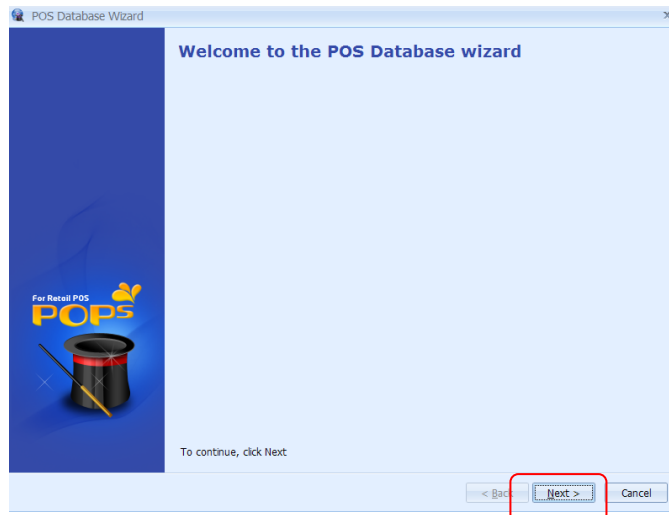
:The basic setting will be automatically chosen for a single store.

- After changing the information, move to the login screen.

- Click the **POS Database Wizard** to change the database and device settings.

## POS Setting

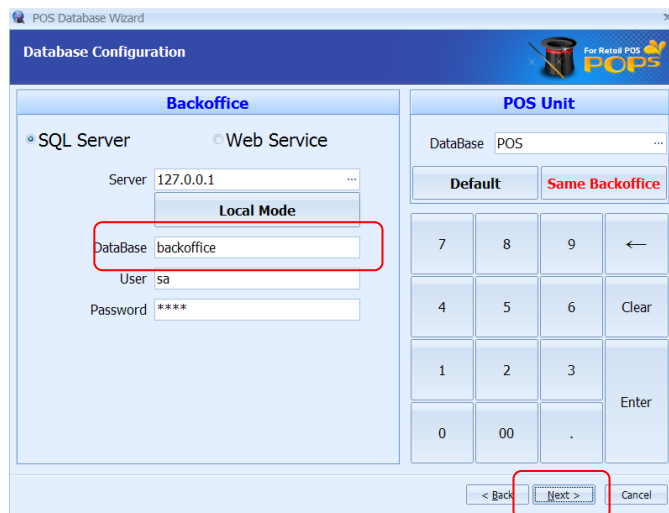
### POS Database Wizard



[POS Database Connection]

Click **Next** on the POS Database Wizard.

### POS Database Wizard



[POS Database Connection]

#### Database Configuration

: In case your POS terminal will be used for both management and point-of-sale tasks, you may keep the default setting. If not, type remote access or database info in the box. Click **Next**.

## POS Setting

### POS Database Wizard

[POS Unit Setting Screen]

1. Enter  
User ID : 1  
Password : 1  
Then, click **Login**.
2. Select the POS Unit you will be  
using under Store Information.  
Click **Next**.

### POS Database Wizard

[POS Device Setup Screen]

POS Database Wizard will display a list of hardware devices you may need to connect. After you have completed any changes to the device setup, click **Next**.

## POS Setting

### POS Database Wizard

POS Database Wizard

Completing the wizard

You have successfully completed the wizard

**Store Information**

매장명 크라운 마트  
사업자 번호 6161682322  
주소 (690-191) 제주 제주시 외도1동 645-2번지  
Backoffice 실행파일 C:\Program Files\WUTong\WUTong.Main\BackOffice.exe  
Master 데이터 파일  
데이터베이스 파일

**Backoffice Information**

연결방식 SQL Server  
서버 127.0.0.1  
데이터베이스 명칭 backoffice  
접속유저 sa

**POS Information**

포스기기 명칭 카운터1  
기본항고 Default  
데이터베이스 명칭 POS

To close this wizard, click Finish

< Back Finish Cancel

[Complete POS setup]

Click the **Finish** button after you make sure every section is correct.

### POS Database Wizard

POPS For Retail POS

? 유통 백오피스

Backoffice 실행파일을 지정하지 않겠습니까?

예 아니오

[Window Assigning BackOffice.exe file]

Click the **Yes** button, when the window regarding BackOffice.exe file comes up.

## POS Setting

### Connection Setting



[POS Connection setting screen]

Return to connection setting screen,  
and move to the Login menu.

### Log-In



[Log-in Screen]

On the Login menu, enter  
ID : 1  
Password : 1  
Then, click the **LOGIN** button.

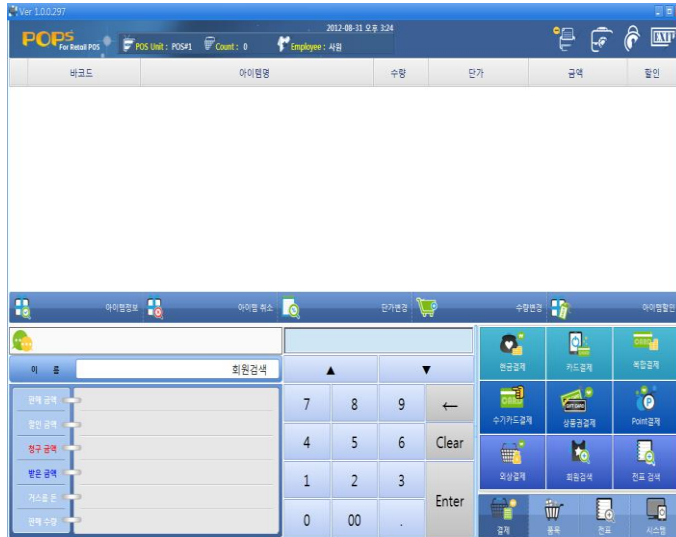


## **TASK TYPES**

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## Task Types

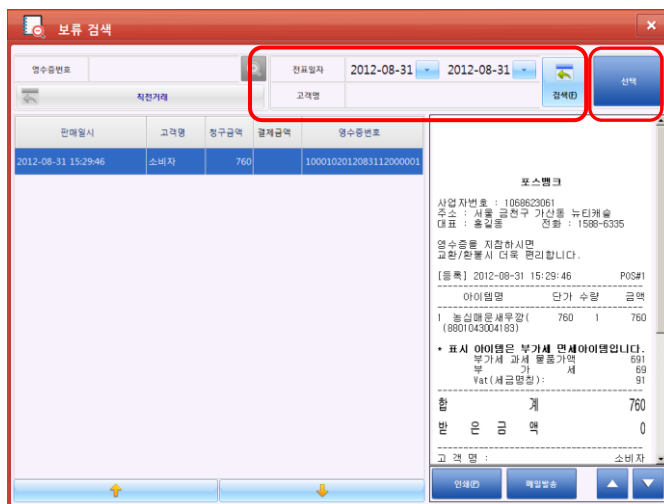
### Sales



[POS Sales Mode]

1. Basic sales transactions
  - Add an item to the transaction.
  - Edit Qty.
  - Payment will be processed after selecting payment type.
2. Search customer.
3. Cashier out screen.

### Holing Process

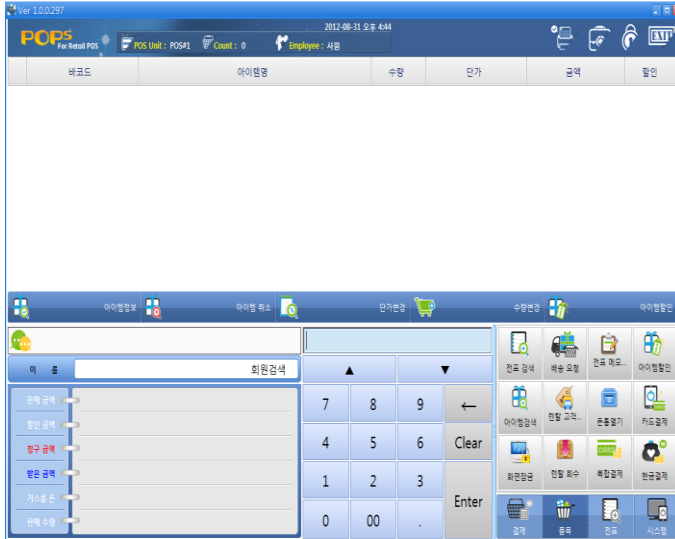


[Search a transaction on the Holding process screen]

1. Select customer and date.
2. Select a transaction, and click the **Select** button.

## Task Types

### Rental Mode



[POS Rental Menu]

1. Rental mode for stores
  - Search a rental item.
  - Edit Qty.
  - Payment will be processed after selecting payment type.

### Rental Manager

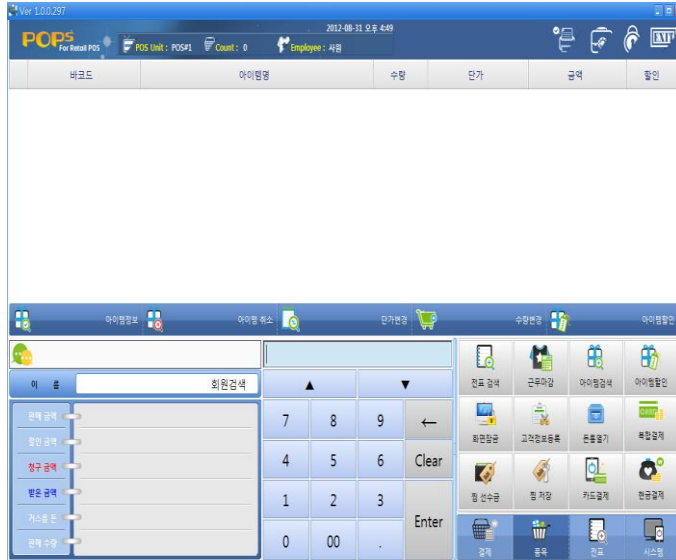


[Menu for Rental Manager]

1. Search for a member or customer.
2. Enter a rental period, ending date, and shipping cost.

## Task Types

### Layaways



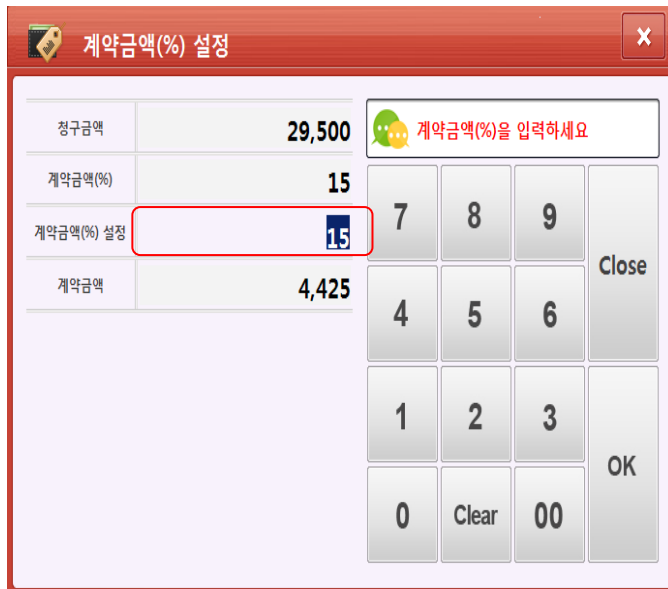
[POS Layaways]

#### 1. Type of a sales system

: Customer picks a product, and seller delivers the product after customer pays the amount in full.

- Search an item
- Type customer
- Payment will be processed after selecting payment type.

### Layaway Deposit



[Layaway Deposit screen]

1. Selecting a layaway item.
2. Enter the amount of deposit(%)  
Click **OK**.

## Task Types

### Save Layaways

1. Search a customer.
2. Enter the customer information.  
Click **OK**.

[Customer information screen in POS Layaways]

### Pick up Layaways

1. Select search period, click **Search**.
2. Select a transaction under search.

[Pick up Layaways screen]

## Task Types

### Quotes

The screenshot shows the POS Quotation screen. At the top, there's a header with 'Ver 1.0.2.297', '2012-09-31 오후 5:47', and 'employees - 직원'. Below the header is a table with columns: 바코드 (Barcode), 아이템명 (Item Name), 수량 (Quantity), 단가 (Unit Price), 금액 (Amount), and 할인 (Discount). The table contains one item: '8879090085481' (다라미(US-TP22)) with a quantity of 1, unit price of 29,500, and amount of 29,500. Below the table, the total amount '29,500' is displayed. At the bottom, there's a keypad with numbers 0-9, a 'Clear' button, and an 'Enter' button. To the right of the keypad is a grid of icons for various functions like '간편서 불러오기' (Load Quick Search), '아이템검색' (Item Search), '대체 아이템' (Replace Item), '아이템확인' (Item Confirmation), '간편서 저장' (Save Quick Search), '고객정보등록' (Customer Information Registration), '현물알기' (Check Inventory), '복합결제' (Composite Payment), '복원장군' (Restore Master), '잔액 저장' (Save Balance), '카드결제' (Card Payment), '현금결제' (Cash Payment), '결제' (Payment), '등록' (Registration), '전표' (Receipt), and '시스템' (System).

[POS Quotation screen]

1. Sales mode for goods that need expensive quotes.  
- Select items after a search

### Save Quotes

The screenshot shows the '고객정보등록' (Customer Information Registration) dialog box. It has a red title bar with a close button. The dialog contains a form with the following fields: 이름 (Name) with value '이영훈', 전화번호 (Phone Number) with value '1588-6335', 휴대폰 (Mobile Phone) with value '010-123-45678', 이메일 (Email) with a placeholder '이메일 수신 동의', 만기일자 (Expiration Date) with value '2012-09-15', 배송비 (Shipping Fee) with value '3,000', and 메모 (Memo). To the right of the form is a numeric keypad with buttons for 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Clear, and 00. There are also 'Close' and 'OK' buttons.

[Display customer information before saving quotation]

1. Select a customer.
2. Enter shipping cost and memo.  
Click the **OK** button.

## Task Types

### Work Order

The screenshot shows the POS Order Screen with the following details:

- Ver 1.0.0.297
- 2012-08-31 오후 6:02
- POS Unit : POS#1
- Count : 0
- Employee : 서원

번호	바코드	아이템명	수량	단가	금액	할인
> 1	880909085481	그라미(GS-TP22)	1	29,500	29,500	0

29,500

이름: 회원검색

원액 금액: 29,500

할인 금액: 0

영구 금액: 29,500

발행 금액: 0

거스름 돈: 29,500

원액 수량: 1

Buttons: 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, 00, Clear, Enter, Cancel, Print, Receipt, System.

[POS Order Screen]

1. Sales mode for goods that need to make orders.
  - Item search
  - Complete a save after entering a customer.

### Work Order Deposit

The screenshot shows the Work Order Deposit dialog box with the following details:

- 제목: 계약금액(%) 설정

청구금액	29,500
계약금액(%)	15
계약금액(%) 설정	15
계약금액	4,425


계약금액(%)을 입력하세요

Buttons: 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Clear, 00, Close, OK.

[Work Order Deposit]

Enter the amount of deposit (%), and click **OK**.

## Task Types



주문서 검색

영수증번호: [ ]    전표일자: 2012-08-31 ~ 2012-08-31    검색

직접거래    고객명: [ ]    검색

판매일시	고객명	정구금액	결제금액	영수증번호
2012-08-31 18:06:54	소비자	29,500	10,000	1000102012083118000001

포스뱅크

사업자번호: 1068623061  
주소: 서울 금천구 가산동 뉴티캐슬  
대표: 오진룡    전화: 1588-6335

영수증을 지참하시면  
교환/환불시 더욱 편리합니다.

### 주문서

[등록] 2012-08-31 18:06:54    POS#1

아이템명	단가	수량	금액
1 다림미 (US-1FE22 (8809090695461))	29,500	1	29,500

• 표시 아이템은 부가세 면세아이템입니다.

부가세	과세	불품가액	세
부	가	세	
25,819			2,682

합 계    29,500

서비스금    10,000

인쇄    해당영수증    [ ]    [ ]

[Pickup an order screen]

1. Enter search period and customer. Click **Search**.
  2. Select a transaction under search.
- Remark: Click the **Print** button, if you need to print a receipt.



## Task Type

### Purchase Order

No.	전표일자	전표번호	상태	매입처명	공급가액	부가세액	합계금액	메모
1	2012-08-09	000001	확정	북대제과	1,636,365	163,635	1,800,000	

[POS purchasing order screen]

Select search period, supplier, and status.  
Click **Refresh**.

### Receive Purchase Order

No.	전표일자	전표번호	상태	매입처명	공급가액	부가세액	합계금액	메모
1	2012-08-09	000001	확정	북대제과	1,636,365	163,635	1,800,000	

[Receiving purchase order screen]

1. Click the **New** button.
  2. Enter Date, PO#, Storage, Supplier, and Memo.
  3. Click '**Click here to add a new row**' in the middle of screen.
  4. Select an item you need to purchase.
  5. Click the **Save** button after entering the purchase price, tax rate received Q'ty, and bundles (tax-free, included, separated tax)
- Remark: To enter the barcode, click the **Enter Barcode** button.

## Task Types

### Inventory transfer

전표일자	전표번호	타입	상태	대상매장	비고
2012-07-17	000001	매장출고	완료	None	
2012-07-17	000002	매장입고	대기중	포스뱅크	
2012-07-17	000003	매장출고	대기중	None	
2012-07-17	000004	매장입고	완료	포스뱅크	
2012-08-09	000001	매장출고	대기중	None	

[POS Inventory transfer screen]

Select search period, type, and status.  
Click the **Refresh** button.

### Transferring Inventory

바코드	아이템명	재고량	출고수량	비고
8801043004183	농심라면 새우깡(90g)	-4	1	
8801043004114	농심새우깡(90g)	0	1	

[Transferring Inventory screen]

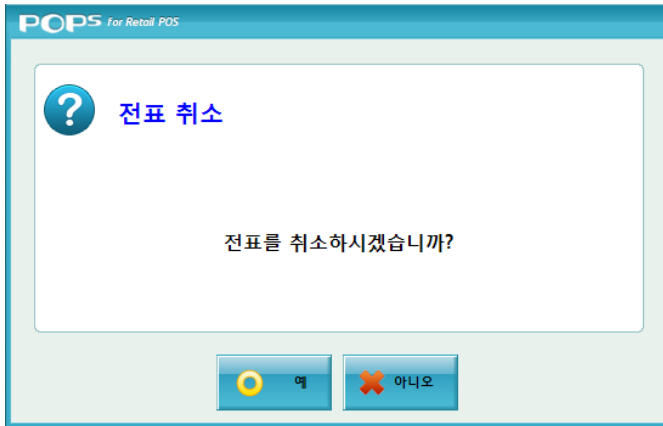
1. Click the **New** button.
2. Select Store and Transferring.
3. Create Date, Store, Storage, and Memo.
4. Click '**Click here to add a new row**' in the middle of screen.
5. Select the item you want to move inventory.
6. Enter an inventory quantity and a release quantity. Click the **Release** button.

# TRANSACTION TASKS

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## Transaction Task

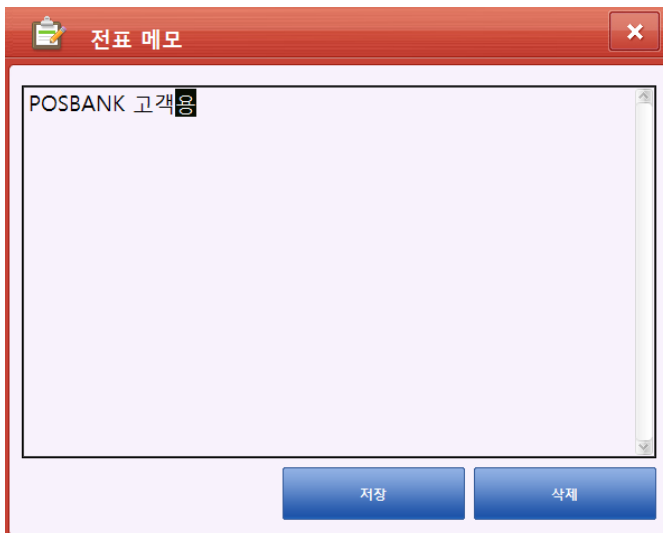
### Cancel Transaction



[Canceling a transaction screen]

You may cancel a transaction that has already been made.

### Make a transaction memo.



[Making a transaction memo]

You may create a memo on a transaction.

## Transaction Task

### Transaction Discount Rate

[Transaction Discount Rate]

1. After you select an item, click **Transaction Discount**.
2. Complete by selecting a Discount Type (Total amount, Amount due), Discount amount. (If you click the “%” button, the type will be changed to an applicable currency.

### Shipping Request

[Shipping Request Menu]

1. After you select an item, click **Shipping request**.
2. Enter a customer's name, phone number, mobile phone, delivery schedule, shipping cost, postal code, the primary address, and additional address. Click **Shipping**.

Remark: There is a display for selecting a shipping address on the right side of screen. You may request shipping by selecting a shipping address.

## Transaction Task

### Shipping

[Shipping Menu]

1. Click **Shipping**.
2. Enter name, Phone number, Mobile phone, postal code, address, reservation time, delivery employee, Departure/Complete time on the right side.
3. Complete the shipping by clicking **Save**.

### Sales Rep (transaction)

[ Sales Rep (transaction) screen]

1. Click **Sales Rep (transaction)**
2. Select a sales rep under search.
  - Remark: You may search categories by selecting the ones on the left (English, Initial consonant, biographical information).

## Transaction Task

### Refund

[Refund screen]

1. Click **Refund**.
2. Select search period and customer on the **Search Transaction** screen. Click the **Search** button.
3. Select a transaction under search.

● Remark: If you print a transaction, select a transaction and click the **Print** button.

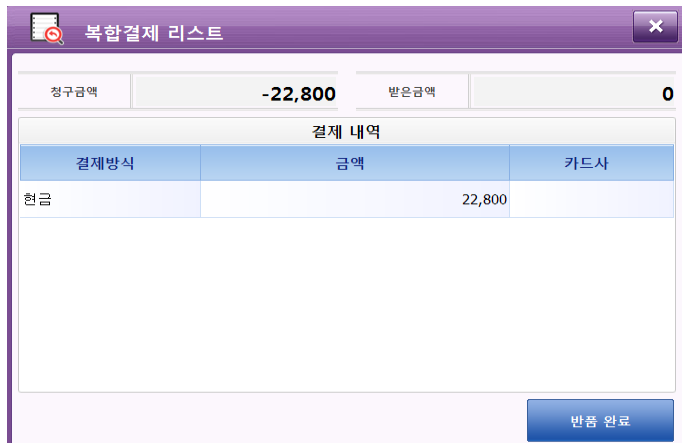
### Reason for Return

[Reason for Return screen]

When a transaction is selected, Reason for Return screen appears. Enter a reason by either selecting a reason or typing.

## Transaction Task

### Multi-Payment List



결제방식	금액	카드사
현금	22,800	

[ Multi-Payment List screen]

Check the payment information and amount due. Click the **Complete Return** button.

- Remark: Depending on the payment type, you need to re-enter or reprocess the payment information for a refund.





## ITEM

### Create a New Item

신규아이템 등록

아이템분류	가포유통	생활용품	...
바코드	880123456789		
아이템명	참깨 새우깡		
규격			
사용자정의그룹			
매입단가	10,000	매입세율	포함
매출단가	11,000	매출세율	포함

정보저장

[Creating a new item screen]

Menu for creating a new item.

1. Register an Item category.
2. Create a barcode or an item name.
3. Enter cost and price.
4. Click the **Save Info.** button to complete the task.

## ITEM

### Item Simple View

[Item Simple View screen]

1. Select an item, and click **Item Simple View**.
2. Search the selected item.

● Remark: If you select a box-shaped icon on the top of the pop-up window, you may check the information of the selected item in the pop-up window.

### Edit Item Info.

[Edit Item Info. screen]

1. Select an item, and click **Edit Item Info**.
2. Check the Item information, and edit the selected information if needed.
3. Complete the edit by clicking the **Save** button.

## Search Serial Item

[Search Serial Item screen]

High –priced items have serial numbers.

1. Enter the applicable serial number in Track1.
2. Check the serial item information.

## Change Q'ty

[Change Q'ty screen]

1. Select an item for sale.
2. Change the Q'ty, and click the **OK** button.

● Remark:  
Q'ty Gain

1. Click **Q'ty Gain** on the item for sale.  
Increase by 1(one).  
Q'ty Loss  
Decrease by 1(one)  
Cancel an item.

1. Select an item for a cancel.
2. If you click Remove Item, a sale will be canceled and will disappear from the screen.

Substitute item

**Substitute Item** is a function that you may choose an alternative item for sales.

## Discounting Items

[Item Discount screen]

1. Select an item for sale.
2. Click **Item Discount**.
3. Enter D/C Type and D/C value.  
Click the **OK** button.

● Remark: If you want to cancel the Item Discount, you may click the button on the upper right corner.

## Change Surtax

[Change Surtax screen]

1. Select an item form sale.
2. Click **Change Surtax**.
3. Select the type of surtax (tax-free, included, separated tax)

## Issuing Vouchers

상품권번호	gift10936555486			발급금액을 입력하세요!	
상품권 타입	잔액반환상품권	7	8	9	Close
발급금액	50,000	4	5	6	
판매금액	50,000	1	2	3	OK
만기일자	Unlimited	0	Clear	00	
메모					

[Issue a voucher screen]

1. Click **Issue Voucher**.
2. If you want to enter different voucher number, click the **GIFT** button on the right hand.
3. Enter a voucher type, issue amount, and memo.

## Recharging Vouchers

상품권번호	gift10394534447			충전금액을 입력하세요!	
발급일자	2012-09-03	7	8	9	Close
만기일자	Unlimited	4	5	6	
충전금액	10,000	1	2	3	OK
판매금액	10,000	0	Clear	00	
잔여금액	20,000				
메모					

[Recharge a voucher screen]

1. Click Recharge Voucher.
2. Type a voucher number to get a recharge.
3. Click the OK button after entering Recharge amount and Sale Price.

## Check Voucher

상품권번호	gift10394534447	상품권번호를 입력하세요!	
상품권 타입	충전상품권	7	8
상태관리	판매	4	5
발급일자	2012-09-03	1	2
만기일자	Unlimited	3	00
잔여금액	10,000	0	Clear
메모		OK	

[Checking voucher screen]

1. Select **Check Voucher**.
  2. Check the Voucher Type, Status, Issue Date, and Balance.
- Remark: If you click the receipt button on the upper right corner, vouch history appears which you may check the history of a voucher.

## Change Price

이전값	22,800	변경값을 입력하십시오.	
변경값	0	7	8
		4	5
		1	2
		3	00
		0	Clear
		OK	

[Changing price screen]

1. Select an item for sale.
2. Click **Change Price**.
3. Enter the **New Value**, and click **OK**.

## ITEM

### Change Price

[Changing price screen]

1. Select an item for sale.
2. Click **Change Price**.
3. Enter the **New Value**, and click **OK**.

### Sales rep (Item)

[Searching a sales rep screen]

- A menu for selecting a sales rep.
1. Click the **Magnifier** button, after entering a search item.
  2. Select a sales rep under search.



## Reason for Return



The screen is titled '반품사유' (Reason for Return). It features a '지정사유' (Designated Reason) section with three buttons: '고객변심' (Customer's Change of Mind), '상품손상' (Product Damage), and '상품변질' (Product Spoilage). Below this is a '수기입력' (Manual Input) section with a text input field and a '수기입력' (Manual Input) button.

[Reason for return screen]

1. Select an item for a return.
2. Click **Item Return**.

## Change Box



The screen is titled 'Box변경' (Box Change). It displays a table with the following columns: '바코드' (Barcode), '아이템명' (Item Name), '판매단가' (Selling Price), '환산수량' (Conversion Quantity), and '현재고' (Current Stock). The first row shows: 88010433089580, 농심매운새우깡(90g\*30입), 22,800, 1, and -1. To the right of the table is a numeric keypad with buttons for 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Clear, and 00. There are also 'Close' and 'OK' buttons.

[Box change screen]

1. Select an item.
2. Change the box quantity by entering number on the right hand side.

## ITEM

### Coupon

**쿠폰사용**

쿠폰번호: 1234

잔액: 100

쿠폰정보

만기일자	2012-09-30	적용구분	전표
쿠폰아이템대상구분	AllItem	적용기준	합계금액
단가타입	율할인	적용률	50.00%
할인종류구분	중복불가		

적용대상아이템

순번	바코드	아이템명	수량	단가	공급가액	금액
1	88010418095	농심(매운)새우깡(90g*90입)	1	22,800	20,727	22,800

7 8 9 Close

4 5 6

1 2 3 OK

0 Clear 00

1. Select an item for sale.
2. Click **Coupon**.
3. Enter a coupon number.
4. Complete a sale by checking the coupon information.

[Using a coupon]

## ITEM

### Search Transaction

[Search transaction screen]

Select the search period and customer.  
Click **Search**.

- Remark: If you want to print a transaction, you may click the button for printing on the upper right corner.

### Search Item

[Item search screen]

Enter a search word and select an Item category. Click the **magnifier** button.

- Remark: When you select the **Search Option** at the bottom of the pop-up window, Item search will start according to the categories you enter, such as item name, barcode, item/style code, or alias.

## **SEARCH**

---

## Search

### Search Customer

이름	명칭	카드번호	전화번호	휴대폰
이영훈	이영훈			
이영훈	이영훈			
이영훈	이영훈	12345		01037918062

검색옵션

[Using a coupon]

Enter a search word, and click the **magnifier** button.

- Remark: You may search a customer using Search Option, which gives you card number, phone number, address, and store name.

## CUSTOMER

---

## CUSTOMER

### New Customer

[New Customer screen]

1. Click **New Customer**.
2. Enter customer information. Click the **Save** button.

### Edit Customer

[Editing customer's information]

1. Select a customer for edit.
  2. Edit information, and click the **Save** button.
- Remark: You may search the customer's total sales, number of visits, balance, and last visit.

## CUSTOMER

### View Customer

[Viewing customer information]

Select a registered customer.  
Click **View Customer**.

### Customer Information

[Customer Information menu]

1. Select a registered customer, and click **Customer Information**. Or you may select a customer on this menu.
2. Enter the information, and Click **OK**.



## Customer

### Bill-collecting

회원명	이영훈	외상수금액을 입력하세요!	
잔잔액	42,790	7	8
수금액	2,790	9	Close
원잔액	40,000	4	5
		6	OK
		1	2
		3	0
		Clear	00

#### [Bill-collecting menu]

조회기간	2012-09-07	2012-09-07		
전표일자	(수금)외상	(결제)외상	처리사유	처리일시
2012-09-07			31,000 Admst	2012-09-07 11:11:19

#### [Store credit history]

A menu for searching and collecting the amounts for sales on credit.

1. Click **Bill-collecting** after selecting a customer.
2. Enter the collected amount, and click **OK**.

- Remark: When you click the icon on the very top of the screen, a customer's store credit history may be searched by date.

### (Collection)Store Credit

회원명	이영훈	수금액을 입력하세요!	
결제금액	11,070	7	8
수금액	10,000	9	Close
현도금액	100,000	4	5
잔액	1,070	6	OK
결제가능금액	98,930	1	2
		3	0
		Clear	00

#### [(Collection) Store Credit menu]

This is the menu for searching and collecting a customer's store credit.

1. Select a customer, and click **(Collection) Store Credit**.
2. Enter a collected amount depending on the paid amount, allowed limit, balance, and available payment amount. Click the **OK** button.

## Point Increase



회원명	이영훈	<div>포인트를 입력하세요.</div> <div> <div>7</div><div>8</div><div>9</div> <div>4</div><div>5</div><div>6</div> <div>1</div><div>2</div><div>3</div> <div>0</div><div>Clear</div><div>00</div> <div>Close</div><div>OK</div> </div>
포인트	0	
잔여포인트	1,155	
메모		

[Point increase menu]

This is the menu for selecting and entering a customer's point.

1. Click **Point Increase** after selecting a customer.
2. Enter the point, and click **OK**.

## Point Decrease



회원명	이영훈	<div>포인트를 입력하세요.</div> <div> <div>7</div><div>8</div><div>9</div> <div>4</div><div>5</div><div>6</div> <div>1</div><div>2</div><div>3</div> <div>0</div><div>Clear</div><div>00</div> <div>Close</div><div>OK</div> </div>
포인트	0	
잔여포인트	1,155	
메모		

[Point decrease menu]

1. Click **Point Decrease** after selecting a customer.
2. Enter the point, and click **OK**.

## Store Credit Increase

회원명	이영훈	StoreCredit값을 입력하세요.
금액	0	
잔여StoreCredit	88,930	
메모		

7 8 9  
 4 5 6  
 1 2 3  
 0 Clear 00

Close OK

[Store Credit increase menu]

This is the menu for searching and entering a customer's Store Credit.

1. Click **Store Credit Increase** after selecting a customer.
2. Enter the remaining Store Credit, and click the **OK** button.

## Store Credit Decrease

회원명	이영훈	StoreCredit값을 입력하세요.
금액	0	
잔여StoreCredit	88,930	
메모		

7 8 9  
 4 5 6  
 1 2 3  
 0 Clear 00

Close OK

[Store Credit Decrease menu]

1. Click **Store Credit Decrease** after selecting a customer.
2. Enter the remaining Store Credit, and click the **OK** button.

## PAYMENT

---

## PAYMENT

### Cash Payment

현금(외국환) 결제

청구 금액	2,790	받은 금액을 입력하세요.	₩2,790
받은 금액	2,790	7 8 9	2,800 50,000
거스름돈	0	4 5 6	3,000 100,000
외국환	KRW 1	1 2 3	5,000
		0 Clear 00	10,000

Close OK

[Cash payment menu]

외국환 선택

USD( \$ ) 1164.25	JPY( ¥ ) 14.6499	EUR( € ) 1488.5925	KRW( ₩ ) 1	CNY( 元 ) 184.1032
HKD( \$ ) 149.9453	AUD( \$ ) 1155.1106	CAD( \$ ) 1145.9999		

[Selecting Foreign Exchange]

1. Select an item for sale, and click **Cash Payment**.
2. Enter the received amount compared to the amount due. Click the **OK** button.

● Remark: You need to complete a payment after selecting a currency on the menu. Clicking KRW text on the left hand side, **Foreign Exchange** appears. You may select a currency in the box.

### Credit Card Payment

(결제) 신용카드

청구 금액	22,800	신용카드를 읽혀주세요.
결제 금액	22,800	7 8 9
카드번호	****	4 5 6
유효기간	**** (MM/YY)	1 2 3
할부개월	0	0 Clear 00

Close OK

[Credit card payment menu]

1. Select an item for sale. Click **Credit card payment**.
2. Enter the payment amount compared to the billing amount.
3. Slide a credit card and enter the installments. Click the **OK** button.

## PAYMENT

### Offline Credit Card

신용카드 수기결제

정구 금액: 22,800

승인번호를 입력하세요.

승인번호: 123456987

삼성카드, 현대카드, 신한카드, 국민카드, 롯데카드, 외환카드, 비씨카드

7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Clear, 00

Close, OK

[Offline credit card menu]

This menu enables registering a transaction that has not been processed by a POS terminal, in order for the transaction to be managed in a POS terminal.

1. Select an item for sale.
2. Click **Offline Credit Card**.
3. A payment will be completed after you enter an approval number and select the credit card.

### Voucher Payment

(결제)상품권

정구 금액: 22,800

상품권 결제금액: 10,000

상품권번호를 입력하세요!

상품권번호: gift10394534447

상품권 타입: 충전상품권

만기일자: Unlimited

잔여금액: 10,000

결제후 잔액: 0

7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Clear, 00

Close, OK

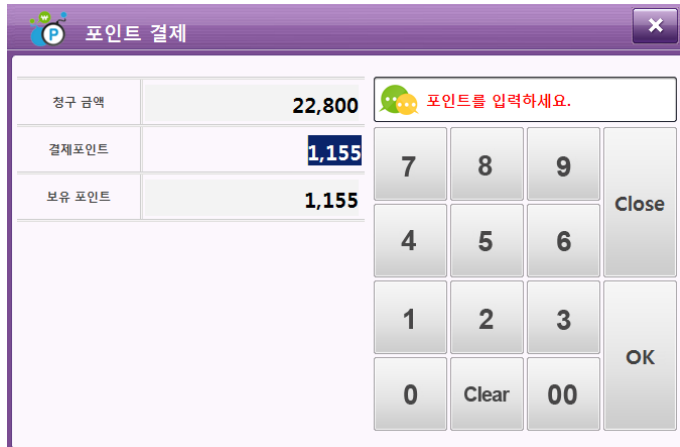
[Voucher payment menu]

This menu enables to process a transaction with a voucher issued by a POS.

1. Select an item for sale.
2. Click **Voucher Payment**.
3. Enter a Voucher number.
4. You may complete a payment after checking the price and the voucher balance.

## PAYMENT

### Point Payment



The screenshot shows a '포인트 결제' (Point Payment) dialog box. It contains a table with the following data:

청구 금액	22,800
결제포인트	1,155
보유 포인트	1,155

Below the table is a numeric keypad with buttons for digits 0-9, 'Clear', and '00'. To the right of the keypad are 'Close' and 'OK' buttons. A message bubble at the top right says '포인트를 입력하세요.' (Enter points).

[Point payment menu]

1. Select an item for sale and a customer who will purchase the item.
2. Click **Point Payment**.
3. You may complete the payment when you enter the points after checking billing amount and available points.

### Store Credit Payment



The screenshot shows a 'StoreCredit 결제' (Store Credit Payment) dialog box. It contains a table with the following data:

청구 금액	22,800
결제 S.C	22,800
Balance	88,930

Below the table is a numeric keypad with buttons for digits 0-9, 'Clear', and '00'. To the right of the keypad are 'Close' and 'OK' buttons. A message bubble at the top right says 'StoreCredit을 입력하세요.' (Enter StoreCredit).

[Store Credit payment menu]

1. Select an item for sale and a customer who will purchase the item.
2. Click **Store Credit Payment**.
3. You may complete the payment when you enter payment amount after checking the billing amount and balance.

## PAYMENT

### Sale on Credit

청구 금액	22,800
외상금액 입력	22,800
사용가능 외상액	100,000

외상수금액을 입력하세요!

7 8 9  
4 5 6  
1 2 3  
0 Clear 00

Close  
OK

[Sale on credit menu]

1. Select an item for sale and a customer who will purchase the item.
2. Click **Sale on Credit**.
3. You may complete the payment when you enter the credit amount after checking the billing amount and available credit.

### Multi-Payment

청구 금액	22,800
받은금액	0
남은금액	22,800

받은 금액을 입력하세요.

현금 KRW 0  
신용카드 0  
수기카드 0  
포인트 1,155 0  
상품권 0  
외상 0  
StoreCredit 88,930 0

7 8 9  
4 5 6  
1 2 3  
0 Clear 00

잔액  
Enter

현금  
금액 통화 명칭

신규 삭제

현금영수증 결제 취소 결제 완료

[Multi-payment menu]

1. Select an item for sale.
  2. Select Multi-Payment.
  3. Search the billing amount, received amount, and balance.
  4. You may complete the payment after you enter the required amounts for cash, credit card, point, voucher, and credit.
- Remark: If a customer is not selected, a payment using points and store credit will not be able to be completed.



## PAYMENT

### Inquiry Check

수표 조회

자 기 앞 수 표

지 급 자  
주식회사 ○○은행 앞 가다 01010101

POS ₩100,000 (금일십만원정)

이 수표 금액을 소지인에게 지급하여 주십시오.  
가점증서 작성은 면제함

발 행 자  
주식회사 ○○은행

원선 아래의 일련번호는 전산처리 부분이오니 아래를 쓰거나 대항하지 마십시오

① ② ③ ④ ⑤

① 수표발행일(YYMMDD) ② 수표번호(8자리)  
③ 발행점코드(일반은행:6자리, 농협·축협·수협 단위조합:12자리)  
④ 권종코드(2자리) ⑤ 수표금액

7 8 9  
4 5 6  
1 2 3  
0 Clear 00

Close  
OK

현금결제

[Inquiry check menu]

1. First thing you need to do is connecting to a Van company.
2. You may create an Inquiry check menu by clicking **Inquiry Check**.
3. Complete the payment by entering the required information. Click **OK**.  
You may finish the transaction after clicking **Cash Payment**.

- ① Date of Issue (YYMMDD)
- ② Check number (8 digits)
- ③ SWIFT code
- ④ Gwonjungcode (2 digits)
- ⑤ Amount of check

## OTHER

---

## Cash In

[Cash In menu]

1. Click **Cash In**
2. Enter the amount of cash in. Select the code for Cash In and House account sales.
3. Complete a **Cash In** by clicking **OK** after searching an employee.

● Remark: If you want to Cash In history, click the middle button on the upper right corner.

## Cash Out

[Cash out menu]

1. Select the Cash out amount and reason. (Cash Out, Credit amount, or Office supplies)
2. Complete a Cash Out by clicking **OK** after searching an employee.

## Other

### Closing

[Closing menu]

This is the menu for stores that use closing function.

1. Click **Closing**.
2. Search information regarding Sales Start, Sales close, and Memo.
3. If the amount coincides with the amount in cash drawer, click the **Closing** button.

- Remark: Closing menu shows a receipt that displays the entire closing history for the day. You may print this out.

### Cashier Out

[Cashier out menu]

This is the menu that helps to display when a cashier starts working and when it ends.

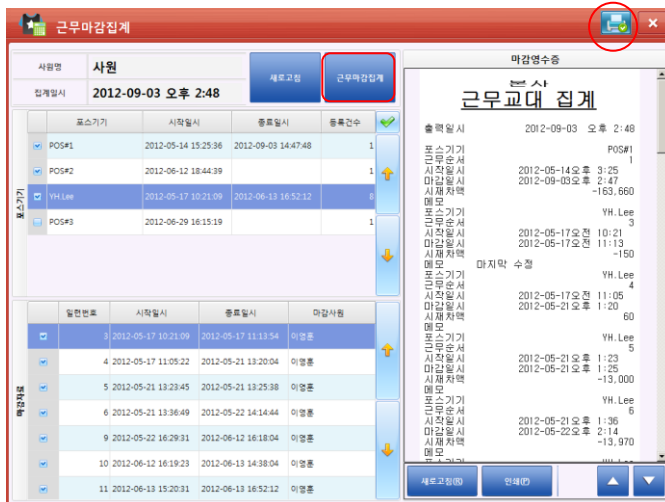
## Switch Cashier



[Switch cashier log-in menu]

1. Select **Switch Cashier**.
2. Enter a cashier's ID and Password when log-in screen appears.

## EOD



[EOD menu]

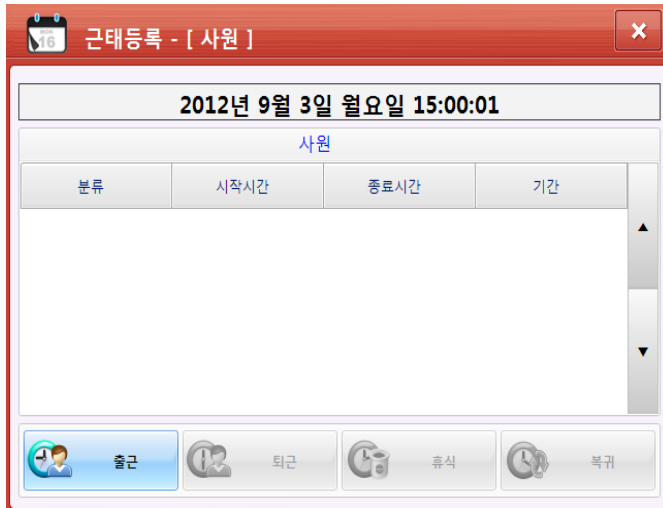
This menu examines a cashier's cash on hand and sales amount.

1. If you select EOD, a window pop-up showing "**Do you want to cashier out before EOD?**" will appear.
2. Check information on the receipt.

### ● Remark:

1. If you want to close, click the **EOD** button.
2. The button on the upper right corner will help you open the cash drawer.

## Clock In/Out

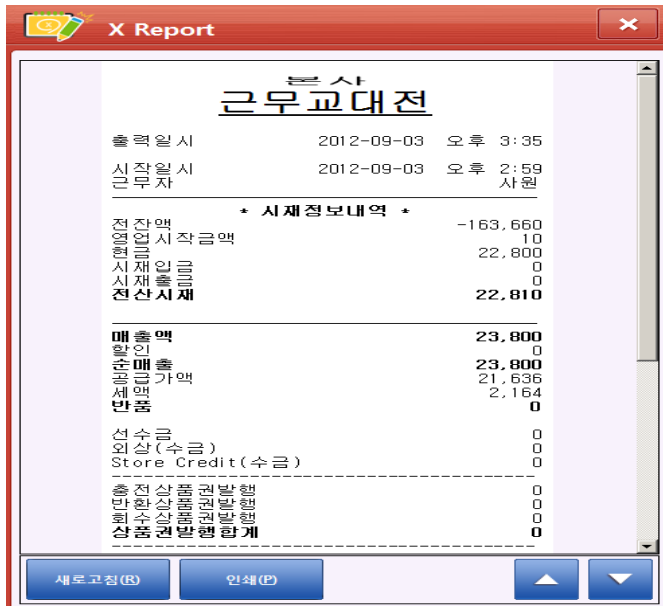


[Clock In/out menu]

1. Complete Log-in by selecting **Clock In/Out**.
2. Click the applicable button.

● Remark: You may only press **Clock In** button, if you haven't started working. When you press Clock In/Out once again after you finish working, Clock Out and Rest will be activated.

## X Report



[X Report menu]

This is a report regarding the present employee's current status.

**X Report** displays the history of the day before switching cashier.

## Z Report

Z Report		X																																						
마감일자	2012-09-03																																							
일련번호	[1] : 오후 3:25 ~ 오후 2:47																																							
<h2 style="text-align: center;">근로소득</h2> <hr/> <table> <tr> <td>출력일시</td> <td>2012-09-03</td> <td>오후 3:39</td> </tr> <tr> <td>작성일자</td> <td>2012-05-14</td> <td>오후 3:25</td> </tr> <tr> <td>자료일지</td> <td>2012-09-03</td> <td>오후 2:47</td> </tr> <tr> <td>교대후 근무자</td> <td></td> <td>사원</td> </tr> </table> <hr/> <p style="text-align: center;"><b>* 시제정보내역 *</b></p> <table> <tr> <td>전입액</td> <td>0</td> </tr> <tr> <td>시작금</td> <td>1,000</td> </tr> <tr> <td>시제입금</td> <td>162,660</td> </tr> <tr> <td>시제출금</td> <td>0</td> </tr> <tr> <td>전산시제</td> <td>163,660</td> </tr> </table> <hr/> <table> <tr> <td>현수기금</td> <td>0</td> </tr> <tr> <td>시제차이금</td> <td>-163,660</td> </tr> </table> <hr/> <table> <tr> <td>매출액</td> <td>204,560</td> </tr> <tr> <td>할인</td> <td>18,000</td> </tr> <tr> <td>순매출</td> <td>186,560</td> </tr> <tr> <td>판매가액</td> <td>169,600</td> </tr> <tr> <td>세액</td> <td>16,960</td> </tr> <tr> <td>합계</td> <td>0.500</td> </tr> </table>			출력일시	2012-09-03	오후 3:39	작성일자	2012-05-14	오후 3:25	자료일지	2012-09-03	오후 2:47	교대후 근무자		사원	전입액	0	시작금	1,000	시제입금	162,660	시제출금	0	전산시제	163,660	현수기금	0	시제차이금	-163,660	매출액	204,560	할인	18,000	순매출	186,560	판매가액	169,600	세액	16,960	합계	0.500
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현수기금	0																																							
시제차이금	-163,660																																							
매출액	204,560																																							
할인	18,000																																							
순매출	186,560																																							
판매가액	169,600																																							
세액	16,960																																							
합계	0.500																																							
새로고침(B)	인쇄(P)																																							

[Z Report menu]

Z Report is a report written during switching cashier.

1. Click **Z Report**
2. Enter the settlement date and switch number. Click the **Refresh** button.

- Remark: If you want to print a receipt, click the **Print** button.

## ZZ Report

[illegible]

[ZZ Report menu]

ZZ Report is a report for searching the total amount for a designated shift on one day.

1. Click **ZZ Report**
2. Enter the settlement date and EOD date. Click the **Search** button.

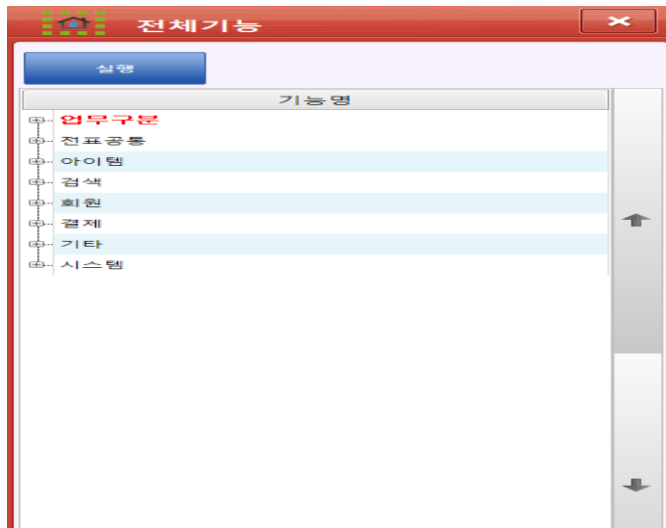
- Remark: You may check the POS information and closing information as well as cashier out report on the right side. Also, if you need to print the cashier out report, click the **Print** button.

## **SYSTEM**

---



## All Features



[All features menu]

This is a menu which enables user to explore all POS features at a glance.

## POS device setting



[POS device setting menu]

This is the menu that will help you check all features from Default Device Setting (All Device List, Receipt Printer, Barcode Scanner, Customer Display, MSR), to Setting Expansion Unit (PLU, Electronic Scale, Cash Drawer, Label Printer, Ticket Printer, Credit Card). You may also enter each device model and its ports by using this menu.

1. Select the device you will use along with POS.
2. Enter the device model and port, and click **Save**.

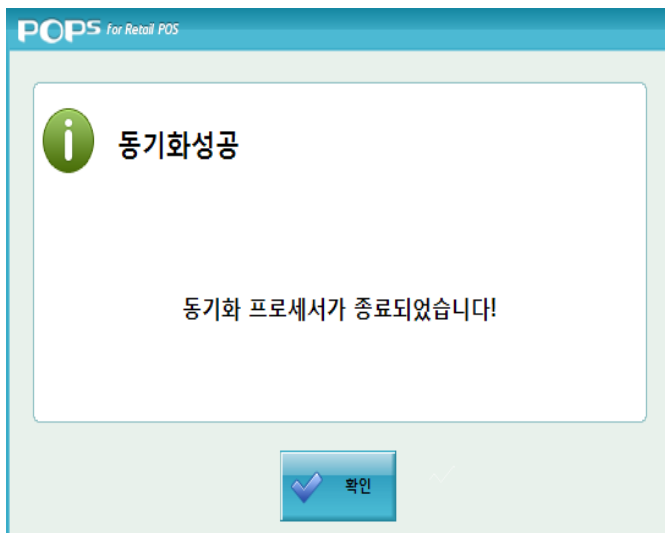
## Open Cash Drawer



[Open cash drawer menu]

This menu helps you open your cash drawer. You may use this feature after entering reason for opening cash drawer.

## Send/Receive Data



[send/receive data]

1. Select **Send/Receive Data**.
2. Click **Confirm** on the Send/Receive Data menu.

## Screen Lock

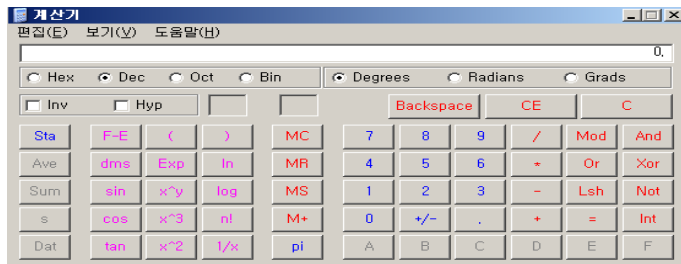


[Screen lock menu]

You may need to use the screen lock function when you either have a break or do urgent tasks.

1. Click **Screen Lock**.
2. When you enter the password, screen lock will be unlocked.

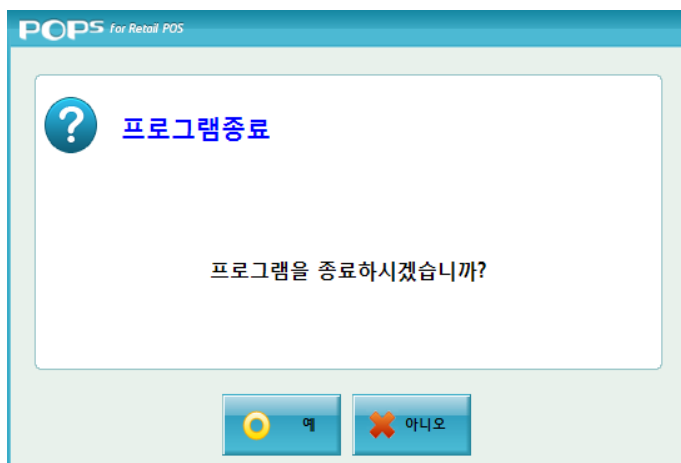
## Calculator



[Using a calculator]

You may use a calculator.

## End of Program



[Ending program menu]

You may end the program.

- Remark  
Execute BackOffice: This feature helps you to execute BackOffice.  
Explorer: This feature may lead you to access to the Internet.  
Execute External Program: This feature enables executing external programs.